
Academic Progress Statute

Academic Policy

1 Purpose

The University seeks to provide a learning environment designed to help students achieve their fullest academic potential, and to maximise the availability of places for students who actively engage with their studies. Where a student fails to make satisfactory academic progress it is important that provisions are in place to provide appropriate advice and support, and to manage the student's enrolment. This statute provides a framework for the University to identify students in need of support, and allows the University to restrict the number of courses in which the student may enrol and to require certain conditions to be met for continued enrolment. Where a student completely fails to engage with their studies in a particular trimester, or where there is ongoing unsatisfactory academic performance over a period of time, this statute provides a framework for suspension or exclusion from the University.

2 Organisational Scope

This is a University-wide statute.

3 Definitions

For purposes of this statute, unless otherwise stated, the following definitions shall apply:

Standard trimester:	Trimester 1 or Trimester 2, but not Trimester 3 (Summer Trimester)
Courses undertaken:	All courses in which the student remained enrolled after the dates set out in Appendix E of the Fees Statute (normally the first two weeks of the course).
Academic Progress Grade (APG):	A modified version of the GPA calculated as set out in Appendix 10 of the Assessment Handbook (9 for A+, 8 for A, 2 for C, 1 for D or K, 0 for E or F, weighted by points values) across all courses undertaken in the relevant trimesters of study, but including a value of 4 for aegrotat passes, 2 for special passes and 0 for withdrawals after the dates set out in Appendix E of the Fees Statute .
Non-engagement:	Enrolment in a course of study without engaging with the course content or attempting to satisfy course requirements. For the purposes of this statute, all students who are enrolled in more than 2 courses in a trimester and achieve E grades in all will be considered under the non-engagement provisions. Students who attempt at least half the required assessment in their programme of study will not be considered to be non-engaged.

4 Statute Content and Guidelines

4.1 Non-engagement

- (a) A student whose APG in their most recent standard trimester is 0.0 over 2 courses or more will not be permitted to enrol for the following standard trimester, and if already enrolled will be disenrolled for the rest of that calendar year. Appeals may be made to the relevant Associate Dean who must be satisfied that:
 - (i) the student did engage with their courses and submitted at least half the required assessment in their programme of study; or
 - (ii) the student's performance was affected by exceptional medical or personal circumstances; or
 - (iii) the student withdrew.
- (b) A student disenrolled or prevented from enrolling under (a) will be restricted in their first trimester back at Victoria to:
 - (i) 60 points if it is a standard trimester, unless 4.2(a) applies; or
 - (ii) 20 points if it is Trimester 3.

4.2 Unsatisfactory Academic Progress

- (a) A student whose APG calculated over their two most recent trimesters of study at this or any other university is below 2.0 will be restricted to a maximum of 45 points in the next trimester and a maximum of 60 points in the following trimester. If either of these trimesters is Trimester 3 the maximum for that trimester will be 20 points.
- (b) The records of all students restricted under section (i) will be reviewed by the relevant Associate Dean, who may vary the restriction or impose conditions as appropriate. In particular:
 - (i) if the relevant qualification statute includes provisions relating to academic progress, those provisions will apply;
 - (ii) the Associate Dean may decide not to impose a restriction if the student was taking courses worth less than 60 points over the two trimester period or if their performance was affected by exceptional medical or personal circumstances;
 - (iii) in the event of poor performance (APG less than 2.0) in the first trimester under restriction, the Associate Dean may further reduce the 60-point restriction imposed for the following trimester.

Note 1: If the two most recent trimesters of study include a trimester resulting in disenrolment, that trimester will also be included in the APG calculation for this section.

Note 2: Associate Deans will typically impose conditions that are intended to ensure appropriate support is in place to improve the student's chances of success. These might include a requirement to attend sessions at Student Learning Support Services or regular meetings with an academic mentor.

- (c) No restriction under 4.2 (a) will be applied to a student who is returning to study at Victoria after a break of at least three years.
- (d) No restriction will apply in the following trimester for any student who achieves an APG of 2.0 or above across their last two trimesters while restricted under 4.2 (a).

4.3 Suspension

- (a) On the recommendation of the Associate Dean a student who is restricted under section 4.2 (a) and whose APG calculated over their next trimester of study is below 2.0 may be suspended for a period of three trimesters.
- (b) A student who is restricted under section 4.2 (a) and whose APG calculated over their next two trimesters of study is below 2.0 will be suspended for a period of three trimesters.
- (c) A student who is disenrolled under section 4.1(a), and who in their first trimester upon returning to study again meets the criteria for disenrolment under section 4.1(a) will be suspended for a period of three trimesters.
- (d) Any appeal against a suspension must be submitted in writing to the Assistant Vice-Chancellor (Academic) who will make the decision in consultation with the relevant Associate Dean.

4.4 Returning to Study after Suspension

- (a) A student returning to study after suspension under section 4.3 will be restricted as set out in 4.2(a), and may also be subject to any further conditions imposed by the relevant Associate Dean.
- (b) A student returning to study after suspension who achieves an APG of 2.0 or above over their next two trimesters of study will not be subject to any further restriction in the following trimester.
- (c) A student returning to study after suspension whose APG calculated across their next two trimesters of study is below 2.0 will be excluded from this University.
- (d) Any appeal against exclusion should be submitted in writing to the Deputy Vice-Chancellor (Academic).

4.5 Re-enrolment in a course

A student who has failed the same course on two occasions may not enrol again for that course except with the permission of the relevant Associate Dean. Associate Deans may approve additional enrolments where:

- (a) The student normally performs at a high level; or
- (b) The course concerned is a compulsory course for a qualification that is nearly complete; or
- (c) The student's previous performance in the course was affected by exceptional medical or personal circumstances.

5 Legislative Compliance

Though the University is required to manage its policy documentation within a legislative framework; there is no specific legislation directing this statute.

6 References

[Code of Practice for the Pastoral Care of International Students](#) (2003), Ministry of Education, New Zealand

[Dealing with Unsatisfactory Academic Progress Guidelines.](#)

[Fees Statute](#)

Previous Version: <http://www.victoria.ac.nz/documents/policy/academic/archive/archived-academic-progress-statute-20101018.pdf>

7 Appendices

None

8 Approval Agency

University Council

9 Approval Dates

Originally approved as the Restricted Enrolment Statute

This statute was originally approved on: 4 December 2006

This statute was approved on: 18 October 2010

This version takes effect from: 18 October 2010

This statute will be reviewed by: 1 December 2012

10 Statute/Policy Sponsor

Assistant Vice Chancellor (Academic)

11 Contact Person

The following person may be approached on a routine basis in relation to this policy

Academic Policy Adviser(s)

Senior Academic Policy Adviser

Ext: 5099